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SAFETY PROCEDURES

CITY OF MANHATTAN BEACH, CALIFORNIA

Accident prevention Manhattan Beach

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June 15, 1974

To: All Employees

From: L. E. Wright, Jr., Chairman
Safety Committee

Safety plays a vital role in the smooth and efficient operation of the City. For your well-being and the maintenance of your services we want you to be aware of the following general rules which have been developed to help coordinate your safety efforts.

Each department which has operations or tools belonging exclusively to its own function should develop departmental safety rules to cover these categories in greater detail.

L. E. Wright Jr.
L. E. WRIGHT, JR.
Chairman, Safety Committee

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF THE
CENSUS

1900

ALL INFORMATION

FROM L. E. WRIGHT, JR.
SPECIAL COMMISSIONER

which plays a vital role in the nation's economic
operation of the City. For the well-being and the
maintenance of our system we must not only
secure of the highest quality which have
been developed in this country's vast
resources.

which department which has operations in both the
leading industry in the nation should develop
commercial policy rules in order to be competitive
in foreign trade.

L. E. Wright, Jr.
L. E. WRIGHT, JR.
Chairman, Safety Committee

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The first step in the process of identifying a problem is to define the problem. This involves identifying the symptoms of the problem and determining the scope of the problem.

Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the root cause of the problem.

After the causes of the problem have been identified, the next step is to develop a plan of action. This involves identifying the steps that need to be taken to solve the problem and determining the resources that will be needed to implement the plan.

Once a plan of action has been developed, the next step is to implement the plan. This involves carrying out the steps that have been identified in the plan and monitoring the progress of the implementation.

After the plan has been implemented, the next step is to evaluate the results. This involves determining whether the problem has been solved and whether the resources have been used effectively.

Finally, the last step in the process is to document the results. This involves recording the steps that were taken to solve the problem and the results that were achieved.

The process of identifying a problem and solving it is a continuous one. It is important to keep monitoring the situation and to be prepared to make adjustments as needed.

PERSONAL PROTECTIVE EQUIPMENT

1. The use of hard hats is mandatory on all jobs where men or equipment work overhead.
2. Eye protection must be worn by all employees while working where a hazard to the eyes exists.
3. Wear gloves when handling rough or caustic materials.
4. Safety straps should be worn when working above ground.
5. All employees should know location of and how to use first-aid kits that are available on all vehicles and within City buildings and installations.
6. Always wear shoes that are safe for the work being performed.
7. Recommend to your supervisor any safety equipment that you feel will help you to do a safer job.
8. Report any malfunctioning or replacement of safety equipment.

GENERAL INSTRUCTIONS

1. The use of any other material in the report must be accompanied by a reference to the source.
2. The report must be written in a clear, concise, and logical manner, and should be free from all errors of fact and grammar.
3. The report must be written in the first person singular, and should be in the past tense.
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8. The report must be written in a clear, concise, and logical manner, and should be free from all errors of fact and grammar.

MOTOR VEHICLE SAFETY

1. Vehicle shall be adequately secured against accidental starting or movement when left unattended.
2. No vehicle shall be fueled while engine is in operation.
3. Smoking or open flame is prohibited within 25 feet of fueling operations.
4. Radiator pressure shall be released by loosening cap or cooling with water before the cap is completely removed.
5. Vehicles shall be checked each morning as to condition of fuel, oil, tires, battery, and clean lights and windshield.
6. Use your seat belts - buckle up for safety.
7. Check to rear of vehicles before getting in to back up.
8. Drive defensively. City roads and ditch banks are particularly hazardous. Speed should be safe enough for existing road conditions.
9. Obey all road signs and keep your eyes on the road.
10. Keep vehicle in top driving condition. Have vehicle repaired promptly.
11. Avoid driving under emotional stress, especially when angry.

1. The first thing I noticed when I stepped out of the plane was the humidity. It was a warm blanket, wrapping around me in a way that felt both comforting and overwhelming.

2. The humidity was a constant presence, a thick layer of moisture that seemed to seep into every pore.

3. The humidity was a constant presence, a thick layer of moisture that seemed to seep into every pore.

4. The humidity was a constant presence, a thick layer of moisture that seemed to seep into every pore.

5. The humidity was a constant presence, a thick layer of moisture that seemed to seep into every pore.

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HOUSEKEEPING

1. All work areas should be cleared of unnecessary obstacles.
2. Make sure you have proper lighting for the job - if there is not sufficient lighting, notify your supervisor.
3. Place scrap materials in proper containers.
4. Always return materials, tools and extension cords to their proper place. Keep in good condition and recommend needed repairs when observed.
5. Immediately wipe up spilled oil, paint, water and other liquids which might cause slips or falls.
6. Extension cords should be taped to the floor when it is necessary to string them across a traveled way.
7. Police your work area when job is finished. Be sure area is safe before you leave.

WORKSHEET

1. All work should be done in accordance with the instructions.
2. Keep your work neat and tidy. If there is any mistake, correct it before proceeding.
3. Do not waste materials or time.
4. Do not use sharp tools or equipment unless instructed to do so. Keep your hands and feet away from moving parts.
5. Immediately stop work if you feel any pain or discomfort.
6. Do not use any tools or equipment unless you have been trained to do so.
7. Do not use any tools or equipment unless you have been trained to do so.

MATERIAL HANDLING

1. Don't attempt to handle more than you can control - always watch where you're walking.
2. Use all mechanical handling equipment provided and save your back.
3. When lifting heavy or bulky items manually, keep the back straight and lift with leg muscles. Avoid twisting the body while carrying loads.
4. Always brace yourself when pushing or pulling so any sudden movement won't cause you to lose your balance. Always keep your hands clear.
5. Nails and staples projecting from boxes or barrels should be removed before handling or reaching inside. Watch for splinters.
6. When carrying pipes, lumber or ladders around corners or through doorways, watch the ends to keep from hitting someone.
7. Avoid standing or passing under suspended loads.
8. Grasp ropes or cables at safe distances from block or sheave.
9. Make sure there are no kinks in a wire rope before putting a strain on it.
10. Worn or frayed fiber or wire rope should not be used for hoisting.
11. Cylinders of compressed gas shall be protected from excessive heat, capped when not in use and guarded against falling.

1. The purpose of this document is to provide information regarding the status of the project and the progress made to date.

2. The project is currently in the planning stage and the following information is being provided for your information.

3. The project is being managed by the project manager and the following information is being provided for your information.

4. The project is being managed by the project manager and the following information is being provided for your information.

5. The project is being managed by the project manager and the following information is being provided for your information.

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11. The project is being managed by the project manager and the following information is being provided for your information.

LADDER SAFETY

1. Select a ladder with the right kind of safety feet for the surface and secure it in place. Do not lean the ladder at too steep or flat an angle.
2. Before using, check the ladder for weak or damaged rails and loose or broken rungs. If found defective, take it out of service and report it to your supervisor.
3. While climbing, face the ladder and use both hands.
4. Do not overreach from ladders. Stay within safe limits of balance and never try to shift a ladder while your weight is on it.
5. Do not leave tools on the top of a stepladder or on any other elevated place from which they may fall.
6. Never work on the top step of a ladder.
7. Metal ladders are not to be used when working on or near electrical equipment.
8. Be certain your hands and feet are dry and free from grease and dirt before climbing a ladder.
9. For any overhead work use the proper type of ladder. Do not use makeshifts.
10. Wooden ladders should not be painted.
11. When climbing down a ladder, know when to take the final step.

LABORATORY REPORT

1. The first step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
2. The second step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
3. The third step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
4. The fourth step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
5. The fifth step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
6. The sixth step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
7. The seventh step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
8. The eighth step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
9. The ninth step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.
10. The tenth step was to determine the type of ladder used for the test. It was found that the ladder was a step ladder.

TOOLS AND MACHINES

1. Only hand tools which are safe shall be used. Worn or defective tools should be exchanged.
2. Tools should be carried in tool box, bag or belt. The correct type of tool makes the job easier and safer.
3. Keep tools clean and free from defects. Striking tools should be free of mushroomed and burred heads.
4. Abrasive wheels shall be stored in such a manner that they will not be dropped or receive a sharp blow. The speed of the wheel shall conform to the recommendations of the manufacturer.
5. Goggles or face shield shall be used while operating grinders or buffers.
6. Tool rests shall be maintained and adjusted to industry standards.
7. All belts and pulleys shall be inspected frequently and repaired or replaced when necessary.
8. Adequate distance shall be maintained for safe operation between workers using picks, shovels, brush hooks, knives or similar tools.
9. Whenever possible, machinery shall be stopped when lubrication or adjustments are necessary.

FOOTNOTES AND REFERENCES

1. [Faint text]
2. [Faint text]
3. [Faint text]
4. [Faint text]
5. [Faint text]
6. [Faint text]
7. [Faint text]
8. [Faint text]
9. [Faint text]

OFFICE SAFETY

1. Keep file and desk drawers closed when not in use.
2. Pick up objects and wipe up spills from the floor.
3. Use aisles - not between-desk shortcuts.
4. Wear shoes with moderate heels - avoid wearing spike heels.
5. Carry loads that you can see over.
6. Use handrails when using stairways. Always walk - never run. Take one step at a time.
7. Keep head up and eyes front while walking. Be alert when approaching corners.
8. Use stepladders or step stools for high reaching, never use swivel chairs.
9. Avoid leaning back in chairs.
10. Do not open more than one file drawer at a time as this may cause the file cabinet to tip over.

OFFICE SAFETY

1. Lock the two door drawers closed when not in use.
2. Pick up objects and wipe up spills from the floor.
3. Use stairs - not elevator - when possible.
4. Wear shoes with moderate heels - avoid wearing high heels.
5. Heavy loads that you can see over.
6. Use handrails when using stairways. Avoid use of power run. Take one step at a time.
7. Keep head up and eyes front while walking. Be alert when approaching corners.
8. Use nightsticks or step stools for high reaching, never use swivel chairs.
9. Avoid leaning back in chairs.
10. Do not open more than one file drawer at a time as this may cause the file cabinet to tip over.

FIRE PREVENTION

1. Your job in fire prevention is to keep things that start fires away from things that burn.
2. Keep fire-fighting equipment and fire exits clear and ready for immediate use.
3. Observe no-smoking regulations where posted. They are for your protection.
4. Solvents and flammable liquids are a major source of fire. Use as little solvent as is necessary to do the job. Keep solvents in self-closing containers and do not use solvents around sparks, flame or excessive heat.
5. Never work with blow torches, welding or flame-cutting equipment near flammable vapors, gases or liquids, and protect work areas from sparks and hot metals.
6. If you see a fire hazard and can't do anything about it yourself, report it at once to your supervisor.
7. You should become familiar with the operation and use of the various types of fire extinguishers provided.

EXERCISES

1. Write a paragraph in which you state your opinion on the following topic. Use the words in parentheses to help you.
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5. Write a paragraph in which you state your opinion on the following topic. Use the words in parentheses to help you.
6. Write a paragraph in which you state your opinion on the following topic. Use the words in parentheses to help you.
7. Write a paragraph in which you state your opinion on the following topic. Use the words in parentheses to help you.

ELECTRICAL SAFETY - GENERAL

1. Never activate electrical circuits or use electrical equipment if your hands are wet or if you are standing on wet ground.
2. Do not attempt to repair electrical equipment unless you are qualified.
3. Protect extension cords from insulation breaks, oil, chemicals, heat and rough surfaces.
4. Use only properly grounded portable electrical tools.
5. Electrical tools shall not be operated where the danger of flammable vapors, gases or dust exist.
6. In case of overheating, sparking or smoking motors, wiring, and other electrical equipment, turn off the power and report the condition to your supervisor.

2. TECHNICAL PART - GENERAL

1. The object of this report is to provide a general description of the project and its objectives, and to outline the scope of the work to be carried out.
2. The project is intended to provide a general description of the project and its objectives, and to outline the scope of the work to be carried out.
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ANIMAL AND INSECT HAZARDS

1. Always assume there is a dog at every meter (or residence) until proven otherwise.
2. Write "Dog" on every meter sheet that has a dog on the premises and describe - "big, small, vicious, etc."
3. Always carry dog repellent; be ready to use it.
4. Check with new customers to see if they have a dog on the premises.
5. Watch for bees and keep first-aid supplies handy.
6. Always treat an insect bite at once. Identify the insect if possible.
7. Animal bites are a hazard to workmen in the field. If bitten, go immediately to the City's medical facility.
8. Do not allow flies, gnats and mosquitos to distract your attention and cause an accident.

ANIMAL AND HUMANITY

1. *When a person is in a state of great distress, the animal world seems to sympathize.*
2. *When a dog, or any other animal that has a dog on the nose, is in a state of distress, it is a sign of its nature, and it is a sign of its nature.*
3. *When a dog is in a state of distress, it is a sign of its nature, and it is a sign of its nature.*
4. *When a dog is in a state of distress, it is a sign of its nature, and it is a sign of its nature.*
5. *When a dog is in a state of distress, it is a sign of its nature, and it is a sign of its nature.*
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8. *When a dog is in a state of distress, it is a sign of its nature, and it is a sign of its nature.*

OFF-THE-JOB SAFETY

1. The rules of safety you use at work are equally good for you and your family while you are away from the job.
2. For safety 24 hours a day, teach and practice safety in your home.
3. Be a safe pedestrian. Stay alert and don't jaywalk.
4. Be a good driver - always drive at the peak of your ability.
5. And remember - The life you save may be your own!

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